

CURRICULUM VITAE

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SUMMARY:

As a knowledgeable Soft Skills Trainer having sound understanding of needed traits for workplace success and a strong ability to train and counsel the students and employees in improving their characteristics. Overall, 14 years extensive soft skills trainer experience with making presentations, giving assessments and identifying training needs of the institution and handling 5 years of administrative and business development responsibilities in esteemed organizations helped to achieve better career growth.

HIGHLIGHTS:

- Strong knowledge of soft skills affecting the overall functioning of various Corporate Institutions
- Effective Presentation Skills
- Effective Communication Skills, written and spoken
- Effective Team player – initiates, organize and lead
- Good Interpersonal abilities
- Excellent ability to help workers in many industries improve upon skills

TECHNICAL QUALIFICATIONS:

MS-OFFICE: Word, Excel, PowerPoint

SAP-SD (trained the Project Manager and NRI students through Online in SAP-SD.)

INTERIM SHIP IN MBA:

A study on Brand Awareness of ING Vysya Life Insurance, Vijayawada for four months.

ELECTIVES:

Finance (Banking & Insurance)

Marketing (International & Services Marketing)

CERTIFICATIONS:

- **Faculty Development Program** Online Session for 83 days on 'English and Soft Skills'.
- **Certification Course** for 45 days on 'Practical Counseling Techniques & TA.
- **Certification Course** in Total HR Operations-Advanced Techniques for 6 months duration.

DOMAIN EXPERIENCE:

Name of the Institution: Tirumala Engineering College, Jonnalagadda.

Duration : July'23- till date

Designation : Soft Skills Trainer

KEY JOB DELIVERABLES

- Primarily, training students of 2nd & 3rd year engineering students to improve the Presentation Skills, employability skills etc.,
- And the 4th year graduates will be trained for Campus recruitment mock sessions.
- Also, the regular brainstorming sessions within the training team to develop the content for student's training content and proficiency tests.
- And coordinating with the placement division for the smooth conduction of recruitment activities.

Name of the Institution: Avanthi College of Engineering & Technology, Hyderabad

Duration : Jan'22- Jan'23

Designation : Soft Skills Trainer

KEY JOB DELIVERABLES

- Firstly, training students of 2nd year engineering and Management students to improve the behavioral skills, Presentation Skills, etc.,
- And, the 3rd year graduates will be trained for Campus recruitment mock sessions.
- Also, coordinating with the team to develop the content for student's training content and proficiency tests.

Name of the Institution: Aditya College of Engineering & Technology & Management, Surampalem, E. Godavari

Duration : Aug'19- Oct'21

Designation : Campus Recruitment Trainer

KEY JOB DELIVERABLES

- Primarily, training students of 2nd and 3rd year, BBA, MBA & Polytechnic to improve the

behavioral skills, Presentation Skills, etc.,

- And, the final year graduates will be trained for Campus recruitment mock sessions.
- Also, dealt with the Communication Skills subject to I-I B.Pharm & Business English to MBA (I-D).
- Finally, coordinating with the team to develop the content for student's proficiency tests.

Name of the Institution: Narayana Group of Educational Institutions, Visakhapatnam

Duration : June'12- 11th June'19

Designation : Regional Soft Skills Trainer

KEY JOB DELIVERABLES

- Primarily, coordinating with academic staff to improve the overall performance of the branch by visiting each branch every fortnight.
- Training students and academic staff to improve the behavioral skills, Presentation Skills, etc.,
- The Audio Test will be conducted to assess the *Listening Skills*.
- The Group and Individual assessment on *Speaking and Reading Skills*.
- Training academic staff in regular working days as well as during the *Summer Work Shops* to enhance their professional skills using various presentation aids.
- Co-ordinating with the team to develop the content for student's enhancement based on the visits of the branches.

Name of the Institution: Sri Chaitanya Group of Educational Institutions, Vijayawada

Duration : May'10- Apr'2012

Designation : Soft Skills Trainer

KEY JOB DELIVERABLES

- The main responsibility is to help the students to develop fluency in speaking english.
- The Audio Test will be conducted to test the *Listening Skills*.
- The Group or Individual Assessment on *Speaking and Reading Skills*.
- Also, the training academic staff in regular working days as well as during the *Summer Work Shops*.
- Co-ordinating with the team to develop the content for student's enhancement.

Name of the Institution: The Indo-English High School

Duration : Aug'08-Apr'10

Designation : Spoken English Trainer

KEY JOB DELIVERABLES

- The main job is to prepare the students to speak English fluently.
- The Audio Test will be conducted to test the *Listening Skills*
- The Group or Individual Assessment on *Speaking and Reading Skills*
- And finally, the notes checking, to test the *Writing Skills* of the each and every individual Child.

Company name:New Directions Overseas Education, Hyderabad

Duration : June 2007 to May 2008.

Designation : Education Counselor

KEY JOB DELIVERABLES

- Counseling and Visa documentation guidance and Visa files preparation to enrolled students;
- Communication with the Universities Via E-mail, if necessary, by phone calls;
- Handling the correspondences of CEO;
- Participated in promotional campaigns in various colleges located in Hyderabad along with the University Representatives, U.K;
- Counseling the students on various aspects for higher education in Australia and U.K.

Company name: Sona Gum Products Pvt. Limited, Hyderabad

Duration : September 2005 to March 2006.

Designation : Business Developer

KEY JOB DELIVERABLES

- Forming and enhancing partnership with key customers and corporate sector.
- Working closely with distributors and introducing new products and developing strategies for new product launches in the assigned territory.
- Promoting the products to the people with different demographic background.
- Identifying and developing the channel partners to increase the penetration and reach of the products to maximize the business opportunities for product lines.

KEY SKILLS DEVELOPED DURING TENURE

- Understanding customer requirements and providing the services
- Competitive analysis and product positioning
- Reasonable product knowledge

Organization : Akshara International School, Vijayawada

Duration : Feb 2003 to July 2003

Designation : Public Relations Officer

KEY JOB DELIVERABLES

- Forming and enhancing partnership with customers.
- Development of markets.
- Monitoring customer relations and meeting specific branch targets.

EXTRA CURRICULAR ACHIEVEMENTS

- Basketball - Represented School at District level.
- Hand Ball Captain of the School.
- Kabaddi, Kho-Kho - Represented School at Mandal level.
- Best Organizer of the College.

EDUCATION:

MBA (Finance, Marketing)	ICFAI University	2005
BSC (Maths, Statistics, Computers)	Kakatiya University	2003
SSC	State Board of Secondary Education	1998

PERSONAL DETAILS:

Date of Birth : 07-09-1983

Husband's name: S.F.Joshi Choudhary

Permanent Address : % S.Janardhanarao, Tenneru(Vil.& Post), Kankipadu(M), Krishna(Dist.)-521260

Date:
Prasanna.M)

(Lakshmi